

ARMAC Personnel Budgeting

This correspondence is intended for ARMAC Coordinators and Business Managers quarter 1 ARMAC roster preparation. The Arkansas Department of Education will utilize the Personnel Budgeting (PB) for ARMAC the first quarter of each fiscal year. School Health Services will multiply the salaries and benefits by 25% from the MAC-P contract year FY20. The MAC-P Quarterly salaries and benefits will be pulled from Personnel Budgeting at midnight on August 11, 2019. Personnel Budgeting must be current and match 'live' employee data in Human Resources Pay Rates. Personnel budgeting may be updated as many times as needed after PB has been posted to the Budget Prep Module. However, you will **not** post Personnel Budgeting to Budget Prep **IF** you have made manual changes in Budget Prep for salary and benefit budgeting or if Budget is finalized in Budget Prep.

- To update Personnel Budgeting module to 'pull in' new MAC-P or MAC-C employees since last extract:
 - Main Menu>Personnel Budgeting>Entry & Processing>Extract Human Resources Data
 - Do NOT extract payroll reference tables again. Extract ONLY employees.

Click **Payroll Employee Data**

Information

The Extract Human Resources Data imports data from Human Resources to Personnel Budgeting. When extracting to Personnel Budgeting, the existing data within Personnel Budgeting will be deleted.

It is critical that the extraction of the payroll reference tables is done before the extraction of the employee data.

Extractions

Payroll Reference Tables

Payroll Employee Data

Select Extraction Criteria for extracting employee rate records. Extract by employee number, pay group, or class.

Example:

Extraction Criteria

Employee Number

Pay Group

Class

After extract is complete, Process Salary & Fringe Calculation.

Be sure to calculate all of the following (WC if applicable)

Menu Path: Main Menu>Personnel Budgeting>Entry & Processing>Salary and Fringe Calculation.

Calculate Salaries

Calculate Benefits

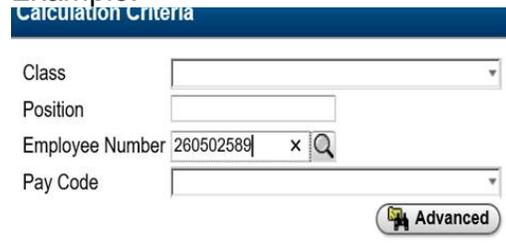
Calculate FICA

Calculate Workers' Comp (Note: check only if Workers' Comp is charged through payroll)

Distribute Salary and Fringe.

Leave all fields blank OR enter selective criteria such as Employee Number to UPDATE PB with only new employee(s) .

Example:



The screenshot shows a web form titled "Calculation Criteria" with a blue header. Below the header are four input fields: "Class" (a dropdown menu), "Position" (a text box), "Employee Number" (a text box containing "260502589" with a search icon and a clear 'x' button), and "Pay Code" (a dropdown menu). At the bottom right of the form is a button labeled "Advanced" with a small icon.

To verify new employee data has populated in PB, run any PB report.

Calculation of salaries amount is as current as last extract from HR to PB.

FOR ADDITIONAL ASSISTANCE to update Personnel Budgeting, CALL APSCN SUPPORT